



Site Manager (Lower School)

Job Description

Job Purpose

Reporting to the Facilities Manager, the Site Manager will be responsible for the day-to-day operation and management of the Facilities team located at our Lower School site, ensuring compliance with appropriate legislative and statutory/mandatory checks, supervising and liaising with contractors, site security and key holding and leading on arranging repair and maintenance tasks.

Key Responsibilities

Security and Safeguarding

- To be aware of the Keeping Children Safe in Education statutory guidance and to be alert to any issues of safeguarding and child protection, by ensuring that any concerns are reported to the Safeguarding Team immediately and that the school's safeguarding policies and procedures are followed and promoted.
- Ensuring that any contractors or visitors have the appropriate checks in place or are escorted whilst on site.
- The locking and unlocking of buildings and setting/disarming of alarms as and when required.
- Responding appropriately to emergencies, including assisting with the emergency services.
- Ensuring staff follow the lone workers' risk assessment as required.
- Undertake role as a Fire Warden (training provided).
- Promoting a best practice culture for security by monitoring the premises and challenging visitors or staff not wearing appropriate ID badges, and escalating as required.

Health and Safety

- In conjunction with the Facilities Manager, ensure that all duties are carried out in accordance with the Health and Safety At Work Act, national approved codes of practice and school policies and procedures.
- Management and supervision of site contractors and visitors to ensure that they comply with the Health and Safety At Work Act and follow school policies and procedures.
- To take appropriate action to identify and reduce or remove any risks to health, safety and welfare on site.
- Ensure that all necessary health and safety checks are performed and completed in line with the schools' policies and procedures.
- Ensure that all tools and equipment on site are appropriately maintained and kept in a good state of repair.
- Promote a positive Health & Safety culture within the school.

Facilities and Premises Management

- Assist and manage your team in undertaking minor repairs to fixtures, fittings, furniture and equipment, in line with qualifications and experience, as required
- Assist and manage your team in undertaking decoration and painting works as and where required on the school site
- Assist and manage your team with site inspections, compliance checks and monitoring of the premises for any hazards and reporting back to the Facilities Manager as required
- Assist with environmental initiatives within school, e.g. cutting waste and energy use where possible



- Assist and manage your team for snow clearance and gritting of paths during periods of inclement weather
- Ensure compliance using the school's CAFM system to monitor and record tasks, annual requirements and checks
- Manage the day-to-day operations and utilise the schools CAFM system for reactive and proactive maintenance tasks, ensuring completion within appropriate timescales
- Monitor the function and provision of all utility services, taking and recording of meter readings and reporting any faults or issues to the Facilities Manager
- Ensure that school setups for meetings and events are booked and completed as and when required
- Delegate and manage the portering of deliveries, packages and parcels as required
- Ensure that all school grounds are swept, free of litter and maintained as required to ensure safe use
- Arrange and escalate repairs requiring specialist contractors to the Facilities Manager
- Manage and coordinate response to emergency situations, such as Fire Alarm activations and Lockdowns etc.
- To support all school sites with duties as required

Leadership and Management

- To be responsible for managing a team of premises staff to provide an outstanding environment for teaching and learning
- Deputising for the Facilities Manager as and when required
- Monitor and manage day-to-day operations of any outsourced services, such as cleaning and catering, and escalate any issues to the Facilities Manager as required
- Assist in ensuring that premises staff have undertaken, understood and completed all training as required for their role
- Attend training and development courses as required
- Ensure CAFM requests are prioritised and actioned within an appropriate timescale
- Reporting any staff absence, in line with the school's policies and procedures
- Ensure that all legislative statutory and mandatory checks are undertaken as required and report any concerns to the Facilities Manager

Communication

- This role will require you to work with a wide range of customers and suppliers including members of the public, students, staff and contractors.
- Use of technology such as smart phones and tablets.

Specific responsibilities within the Facilities environment also include:

- The role requires significant periods of lone-working and as such you will need to display a high degree of responsibility and professionalism in your work. The ability to use your initiative is essential taking account of own Health & Safety in relation to monitoring risks if lone working in accordance to the school training received
- Ensuring tasks are completed in a safe manner and the correct equipment is available for individual tasks and team members
- Following procedures for safe systems of work and risk assessments for the Facilities team

Additional Duties

- Portering around and between the sites as necessary (full driving licence required). On occasions, use of school vehicles for pick up or delivery of equipment or for delivery/collection for servicing etc.
- General cleaning in and around the sites
- Assisting with general grounds upkeep and maintenance.
- General litter & external bin emptying around site
- To be available for overtime and emergency call out by rota



Reporting lines

This post reports directly to the Facilities Manager

This post has responsibility for the line management of one Maintenance Caretaker and two Assistant Caretakers

General Responsibilities

All staff employed by Lord Williams's School are expected to work within the following policies and procedures:

Safeguarding

Ensure that all school safeguarding and child protection policies are adhered to and concerns are raised in accordance with these policies.

Health and Safety

- Take reasonable care of their own Health, Safety and Welfare and that of others who may be affected by what they do or do not do.
- Be familiar with emergency and First Aid procedures.
- Co-operate with all issues involving Health, Safety and Welfare.
- Use work items provided correctly and in accordance with training and instructions.
- Not interfere with or misuse anything provided for protection of Health, Safety or Welfare.
- Report any Health, Safety or Welfare concerns to their line managers as soon as is practicable.
- Ensure tasks are completed in a safe manner.

Security and Data Protection

Work within the confines of the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018 and the Data (Use and Access) Act 2025 to ensure the security and confidentiality of data.

Equal Opportunities Statement

The school's policy is to employ the best personnel and to provide equal opportunity for the advancement of employees including promotion and training and not to discriminate against any person because of their race, colour, national or ethnic origin, sex, sexual orientation, marital status, religion or religious belief, disability or age.



Person Specification

Essential requirements:

Experience and qualifications

- Experience of managing or supervising a team (S, A, I)
- Experience working within Facilities Management (A, I)
- Experience of working with a wide range of staff, clients, contractors and visitors (S, A, I)
- Hands on experience of repair, maintenance and decoration across various different buildings and grounds (S, A, I)
- Willingness to work towards obtaining a recognised H&S qualification (NEBOSH or IOSH etc) (A, I)
- Full UK Driving License and use of own car (S, A, I)

Knowledge

- Good understanding of the Health & Safety at Work Act and its legal compliance requirements (A, I)
- Good understanding of the Control of Substances Hazardous to Health (COSHH) regulations the legal compliance requirements (A,I)
- Basic understanding of Heating, Ventilation & Air Conditioning and Building Management Systems (I)

Skills

- Excellent customer service skills (S, I)
- Excellent organisational and time management skills (I)
- Confident and competent with IT and IT devices (A, I)

Personal qualities

- Awareness of and commitment to customer care (S, A, I)
- Ability to use own initiative (I, T)
- Very good interpersonal and communication skills both verbal and written (S, A, I, T)
- Ability to work under pressure and remain calm in difficult situations (T, I)
- Ability to plan own workload and be aware of other colleagues' priorities (I)
- Ability to work independently and to play a role within the team (I)
- Ability to work with a wide range of people (I)
- Flexibility in terms of hours and location (S, A, I)
- Commitment to continuous self-development and improvement (I)
- Motivated, determined and reliable and open to change (I)

Safeguarding

- Motivation to work with children & young people / in an educational setting (S, A, I)
- Ability to maintain personal boundaries with children & young people (A, I)
- Commitment to implement the school's Behaviour Management Policy or to refer to teaching colleagues as appropriate (A, I)

Desirable requirements:

Experience and qualifications

- Experience of working in a school or similar environment (S, A, I, T)
- Relevant qualifications including NEBOSH General certificate, IWFM level 3 recognised course in Building or Facilities Management, IOSH Managing Safely (S, A, I)
- Trade qualification such as plumbing, electrical, carpentry etc (S, A, I)

Knowledge

- Ability to create and complete risk assessments for work related activity (A, I)
- Ability to complete and implement COSHH risk assessments and other related documentation (A,I)

How this will be tested: A = application form / I = at interview / T = practical test / S = criteria used for shortlisting



Terms and Conditions

Salary

The salary for this post is Grade 8. The full-time equivalent pay range is £32,578 - £35,571 per annum).

Pay progression is by annual increment. Starting salary will be dependent upon qualifications and previous, directly comparable experience.

Hours

The hours are 37 hours per week, to be worked throughout the year with paid annual leave. Flexible days can also be considered.

8am or 9am start time (possibility of earlier or later start can be discussed)

Terms and Conditions

Thame Partnership Academy Trust employs support staff working at Lord Williams's School on the conditions of service contained in the National Joint Council for Local Government Services National Agreement on Pay and Conditions of Service (Green Book), the provisions of which allow for a probationary period for new employees. On completion of a satisfactory probationary period, the post will be confirmed as permanent.

Pension arrangements

The postholder will be entitled to join the Local Government Pension Scheme (LGPS). The LGPS is a valuable part of the pay and reward package for employees. The key features of the scheme can be found here: <https://www.lgpsmember.org/toj/thinking-joining-key.php>

Location

The successful applicant will be an employee of Thame Partnership Academy Trust and may be required to work on any of its sites.

Safeguarding

Lord Williams's School is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment.

All successful candidates will be subject to enhanced Disclosure and Barring Service checks along with other relevant employment checks.

Any offer of employment is subject to satisfactory medical, reference and DBS clearance and also to The Asylum and Immigration Act ID checks.

This post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013, 2020 and 2023). This means that certain convictions and cautions are considered 'protected' and do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website:

<https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>